



## **Training Schedule 4<sup>th</sup> Quarter 2005**

[www.co.miami-dade.fl.us/emprel/training.asp](http://www.co.miami-dade.fl.us/emprel/training.asp)

**Employee Relations Department  
Career Development Division  
Miami-Dade County University**

**EMPLOYEE RELATIONS DEPARTMENT**  
**October, November and December, 2005 Course Schedule**

**SUPERVISORY CERTIFICATION PROGRAM (SCP)**

**Courses**

<b>Core</b>	<b>Hrs.</b>
Effective Management Skills - EMS .....	8.....\$85.00
Orientation to Personnel Procedures - OPP.....	4.....\$85.00
Fair Employment Practices - FEP .....	8.....\$85.00
Proactive Performance Appraisal - PPA .....	8.....\$85.00
Progressive Discipline - DIS .....	8.....\$85.00
Supervisory Safety - SUS .....	8.....\$85.00
Business Writing Level 1 – BUS .....	8.....\$85.00
Business Writing Level 2 – BUS .....	8.....\$85.00

**Electives**

Budget Preparation – BUD .....	8.....\$85.00
Cultural Diversity – CUD .....	8.....\$85.00
Customer Service and Communication - CSC .....	8.....\$85.00
Domestic Violence Awareness- DVA .....	4.....\$85.00
Mediating Workplace Disputes MWD .....	4.....\$85.00
Procurement Guidelines - PRO .....	4.....\$85.00
Structured Interview and Selection Techniques - STI .....	8.....\$85.00
Violence in the Workplace – VIW .....	8.....\$85.00

## **INSTRUCTIONS**

### **CORE COURSES (CODES):**

**EMS, OPP, FEP, PPA, DIS, SUS, BUS and BUS2.**

- ❑ Core courses are offered in a block of dates.
- ❑ Complete **ONE** application for the **ONE BLOCK** of core courses you wish to attend.
- ❑ Employees who only need to take some, but not all, of the core courses, should complete an application **FOR EACH** individual course.

### **ELECTIVE COURSES (CODES):**

**CUD, CSC, DVA, MWD, PRO, STI, BUD and VIW.**

- ❑ Elective courses are not scheduled in blocks and can be taken **BEFORE AND/OR AFTER THE CORE COURSES ARE COMPLETED.**
- ❑ Complete an application **FOR EACH** elective course you select.

### **NOTE:**

- ❑ **Applicants should not attend classes unless dates and times have been confirmed by telephone and or email.**
- ❑ **Applications for individuals who have cancelled classes with advance notice will be held on file to be rescheduled. 48 hours advance notice required to cancel classes.**
- ❑ **Applicants who have failed to attend or cancel classes in advance will need to reapply.**

Applicants must complete one (1) block of core courses and twelve (12) elective hours to receive a final "Certificate of Achievement." Applications for all courses **MUST BE RECEIVED IN OUR OFFICE ONE (1) WEEK PRIOR TO THE CLASS DATE. CLASSES WILL BE FILLED ON A "FIRST COME, FIRST SERVED" BASIS.**

Classes will be held in the Stephen P. Clark Center, Rooms 18-A and 18-B, unless otherwise indicated on the schedule. There will be a sign near the west elevators on the 18<sup>th</sup> floor assigning room locations.